JOB PROFILE

Residential Worker

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Descriptor**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Residential Worker (Residential Childcare**)**	
Service: Child Health Care & CJ	**Section:** Childcare
Reports to: Unit Manager	**Grade:** 6
Position Number: SW1175	**Gauge Reference No:**

2. JOB PURPOSE

The post holder will work as part of a team and take responsibility for the delivery of high quality care to the young people. This includes providing and developing a safe, consistent and caring environment that encourages and nurtures young people to develop positively whilst experiencing transition and trauma.

The post holder will also work holistically as part of the team to assist with the delivery of care to young people consistent with the department's policies and procedures in relation to good standards of care, ensuring a safe and secure environment on which young people can develop positively. In addition ensuring that all administration tasks relating to care planning using GIRFEC rationale are kept up to date. The candidate will have the ability to resolve challenging situations in a calm and positive manner.

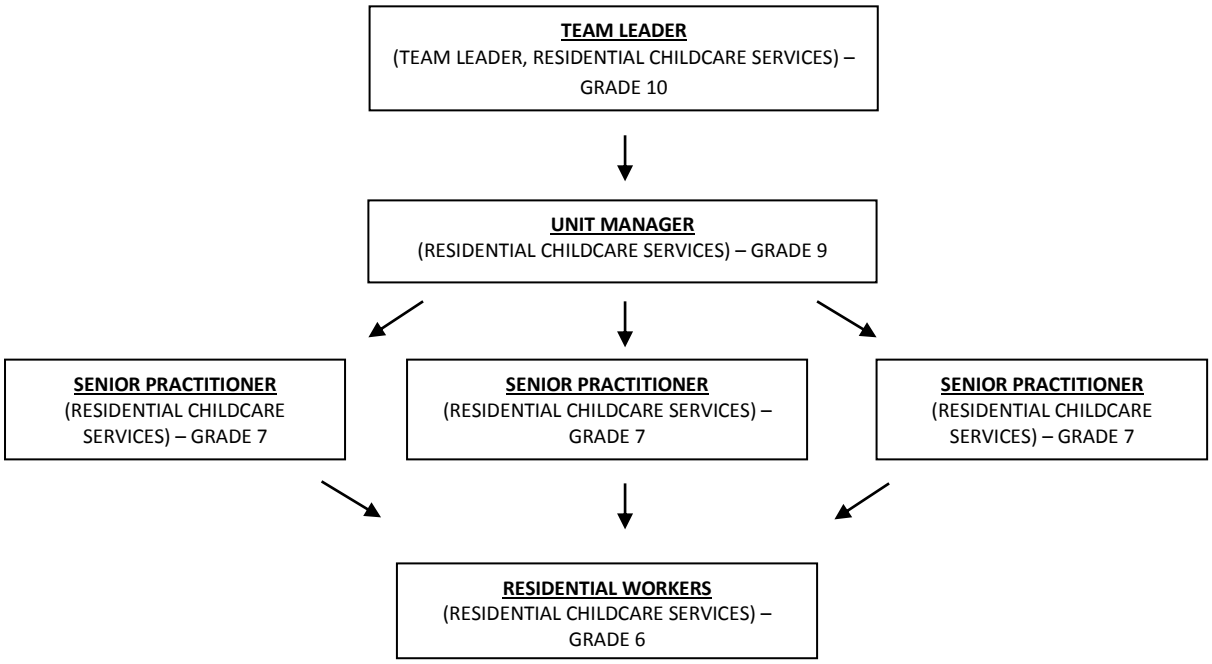
3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

To work as an effective team member, interacting with your colleagues, in order to provide a stable environment in which young people can grow and develop.

Budget:
Ensuring all administrative and financial procedures are kept up to date in line with corporate policy and procedures.

To handle cash/card transactions honestly, and as directed by managers.

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

The role of residential care is to provide care, welfare, protection for those children, young people and adults who for whatever reason can no longer live with their respective families.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Supporting the Senior Residential Workers and Unit Manager in the day-to-day running of the unit. Setting the tone and culture of a positive environment to live in and to work in.
- Helping towards achievement of the targets of the unit, and the National Care Standards, and to help identify ways to improve the performance of the service.
- Ensuring effective care planning for service users. Record keeping and development of evidence based care plans.
- Managing daily dilemmas and difficulties as presented in a care setting.
- Building effective, trusting relationships with service users who are traumatised, anxious and often challenging. Building constructive working relationships with families affected by loss, separation, addiction, poverty and adversity.

- Displaying excellent verbal communication skills to both clients and families, colleagues and other lead professionals and agencies.

- Ensure effective staff communications are in place through attending regular team meetings. Ensuring that you receive regular supervision, as agreed, and that the effectiveness of this is measurable, and that you take responsibility for your part in this.

- Ensure that you are able to work as part of a team and contribute to the overall professional running of the unit.

- Ensuring own development via training, reading and attending workshops etc. and recording this as part of your SSSC training requirements. Registration requirements are the responsibility of the post holder.

- Participate in a rota system, which assures that the unit is staffed 24 hours a day, 7 days a week.

- Liaise with external stake holders which will include social workers, families, health, educational resources and police etc.

- Be familiar with council policy and procedures relating to Residential Child Care. Plan and prepare care plans using GIRFEC protocols for young people. Prepare reports for LAAC reviews and Children's Hearings. Keep records as required with the addition of updating Carefirst system for individual young people.

- There is an expectation that the post holder will be fully competent in the National Care Standards (Care Homes for Children and Young People) and implement these accordingly, as is the case with the SSSC codes of practice which must be fully adhered to at all times.

- The post holder should be willing to undertake the strategies of Promoting Positive Behaviour (PPB) and also undertake the relevant training in relation to this. Integral to the role is the ability to undertake early intervention and safe hold techniques as part of the Promoting Positive Behaviour strategies.

7. PROBLEM SOLVING

The post holder will be expected to have a good level of ability, and knowledge, of problem solving techniques and strategies.

8. PLANNING

The post holder requires to contribute to the organisation of seasonal activities (i.e. during school holidays etc.). Planning – LAAC Reviews, attendance at children's hearings, planning meetings, educational meetings etc.

The post holder will be responsible for and involved in planning over a wide range of activities i.e. individual planning for clients, day to day unit planning, rota, diary etc.

9. ASSIGNMENT AND REVIEW OF WORK

Objectives are set by the Unit Manager who will ensure care standards are being met and maintained by the post holder, in keeping with the departmental plan for the client group.

Regular supervision and a Performance Development Plan (PDP) will form part of the process for assigning and reviewing work

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Written, verbal and IT/electronic communications are all key skills required for this post, for both internal and external working relationships. Excellent communication skills with colleagues are also a crucial requirement, in order to be able to discuss and resolve any issues which may arise.

11. DECISION MAKING

The post holder will have support from the management team; however will be required to make decisions which they see as appropriate in circumstances that arise.

12. MOST CHALLENGING PART OF THE JOB

The most difficult part of the job is working with challenging young people. A consistent approach is vital in ensuring that the team works effectively, and therefore communication is crucial in discussing any issues which may arise. Young people need consistency and boundaries in their lives, and the challenge in doing this, is one which needs to be met.

13. GENERAL

Disclosure/PVG membership: This post requires a PVG check – Children & Adults

Politically Restricted Post: No.

The duties and responsibilities contained within this Job Profile should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Job Profile may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

- Child Protection
- ASSIST
- CSE – Child Sexual Exploitation
- Self Harm
- 1st Aid
- ACES – Adverse Childhood Experiences
- Working with unaccompanied trafficked young people
- Trauma informed practice
- Food Hygiene

SECTION 2: PERSON DESCRIPTOR

	Essential	**Desirable**
	Qualifications	
	Possession of HNC in Social Care and SVQ level 3 in children and young people. Or post holder must be working towards these qualifications. Registration with SSSC, and maintenance of SSSC registration and PRTL.	
	Experience	
	Working with children and young people with behavioural and emotional difficulties.	
	Experience of care planning and organising activities.	
	Training	
	Participation and completion of the relevant Promoting Positive Behaviour (PPB) training on a regular basis. This will include the requirement to be able to physically intervene where deemed necessary.	
	Knowledge and Skills	
	Effective communicator.	Excellent IT skills.
	Knowledge of looked after policies and procedures.	
	Good knowledge of relevant legislation.	
	Problem solving.	
	Excellent communication skills – verbal and written.	
	Computer literate	
	Ability to build good relationships quickly.	
	Disposition	
	Enthusiastic/insightful/motivated.	
	Flexible approach.	
	Solution focused/problem solving skills.	